

BP-A189.051_Release and Gratuity Information

RELEASE & GRATUITY INFORMATION

| | |
|--------------------|-------------|
| To: COMMISSARY | Institution |
| From: Case Manager | Date: |

Please enter personal account information and return to Release Clerk/Unit Secy :

| | | | |
|-----------------|-------------|---------------------------------------|----|
| Register Number | Name | Funds in Personal Account | \$ |
| Release Date | Method | | |
| Unit | Work Detail | Anticipated Earnings Prior to Release | |
| Detainer | | | |
| | | Anticipated Spending Prior to Release | |
| | | U.S. Saving Bonds | |
| | | Received last 6 months | |
| | | Spent last 6 months | |
| | | Excess Funds to be Disposed | |
| | | Commissary Clerk: /s/ | |

CASE MANAGER WILL COMPLETE THE FOLLOWING:

| | |
|--------------------|------|
| To: COMMISSARY | Date |
| From: Case Manager | |

| | |
|---|----|
| 1. You are authorized to pay cash gratuity in the amount of: | \$ |
| 2. If detainer is removed, subject will be given: | |
| 3. Dispose of excess funds as follows: | |
| a. Obtain check for delivery to inmate upon release in amount of: | |
| b. Mail check in the amount of: | |
| To: | |

| |
|------------------------|
| 4. Release Destination |
|------------------------|

| |
|--|
| 5. Transportation: |
| <input type="checkbox"/> Government Expense <input type="checkbox"/> Private |

/s/ _____
Case Manager

Approved By: _____
